



## Cornell University Employee Assembly

### **AGENDA** **Employee Assembly Meeting** **November 20, 2019** **12:15 -1:30pm** **Physical Sciences Building 401**

#### **“An Active Voice for Cornell Staff”**

*We strive to make all events accessible. If you are in need of accommodations in order to fully participate, please contact the Office of the Assemblies at (607) 255-3715 or [assembly@cornell.edu](mailto:assembly@cornell.edu).*

- I. Call to Order 12:15pm
- II. Approval of Minutes
- III. Business of the Day (20 Minutes)
  - i. Elections Committee: Incidental Vacancies (Hotel Administration, Geneva and AA & D)
- IV. Committee Reports (20 Minutes)
  - a. Communications and Awards Committee
  - b. Education Committee
  - c. Welfare Committee
  - d. Benefits and Policy Committee
  - e. Executive Committee
  - f. Elections Committee
- V. New Business (35 Minutes)
  - a. Open Discussion
- VI. Adjournment – 1:30pm

#### **Note:**

You may join via Zoom. Here is the link: Join URL: <https://cornell.zoom.us/j/258604492>

#### **Upcoming Meeting:**

## **AA&D (May 2020)**

### **Rob Mieg, Assistant Director of University Corporate & Foundation Relations, Alumni Affairs & Development**

I have worked at Alumni Affairs & Development for almost four and a half years, starting at Cornell as a program assistant in the same department. Prior to that, I worked an overnight shift as a library supervisor at the SUNY Binghamton Bartle Library to support my graduate studies at the university. In addition I have held a number of positions in various other fields from working the docks in Montauk NY, installing commercial a/c systems in the five boroughs, and performing vehicle damage insurance assessments in Vestal. The through line that holds in my work career is my connection to my fellow co-workers and trying to advocate individually or collectively for better working conditions for myself and those around me. It was the case in some instances that the only tether holding me to past positions was the camaraderie on the teams I was a part of. Of all the work environments that I have experienced, working in higher education has by far been the most welcoming and beneficial. That said, myself and my co-workers at AAD have justified concerns and questions that should be addressed in any forum that is available to us. As the division is not unionized, I see the employee assembly as a pivotal platform in which to work for better working conditions for not only my ADD colleagues but staff at the university more generally.

Being a world class research institution with one of the premier labor relations schools in the country, I feel as though the workplace at Cornell should be at the vanguard of employer innovation. Our divisions should be the testing grounds for progressive policy and our successes should be mimicked by innovative private industries and universities, not the other way around. My door will always be open to my colleagues at AAD and I will actively engage with them to get their input on how to create a better work environment. At the same time I also wish to engage with faculty and staff at the ILR school to see if there are opportunities to collaborate or implement cutting-edge policies to make a better Cornell.

## **Hotel Administration (May 2020)**

### **Jamie Duong, Network & Systems Administrator, Information Technologies, Cornell SC Johnson College of Business**

I first started working for Cornell as a student in 2001, and after graduating in 2006 became a full time employee for the ILR School's Tech Services office. Shortly thereafter I moved over to the Hotel School's Instructional Technology Support team, eventually ending up in the Network Services team of the newly formed SC Johnson College of Business. Having grown up in Montreal, Quebec, it was a significant milestone for me when I realized I have now lived longer in Ithaca than any other place. Bucking the trend of my generation, I have spent all of my working years with a single employer; Cornell.

Statler Hall has been my place of work for nearly 13 years now. To be honest, I hadn't thought about running for Employee Assembly, but seeing that our school's position is vacant and that the voices and needs of my school's staff are unrepresented in the Employee Assembly I feel compelled to join. Shared-governance is an important aspect of the University decision making processes and for any School or group to go unrepresented not only harms those who lack representation but I would argue impairs the work of the whole institution as fewer ideas and viewpoints are available to the rest of campus pertaining to non-academic and work-life matters. Cornell's continued success depends on the hard work done by its staff across all departments and jobs, and I would be honored and proud to represent my colleagues in Statler Hall in the employee assembly.

### **Geneva Campus (May 2021)**

#### **Jessica Townley, Human Resources Assistant, Cornell AgriTech**

Hello! My name is Jessica Townley. I have been with Cornell AgriTech for over 5 years. I am a lifelong resident of Geneva, NY. Over the course of my career, I have had the passion to serve and help people. I joined the CALS Department of Human Resources in 2017. Prior to that, I worked in Human Resources at Finger Lakes Health until 2014 and then became an Administrative Assistant IV at Cornell AgriTech before officially joining CALS HR. I graduated from Nazareth College with a bachelors in Business Administration with a concentration in Human Resource Management. I'm recognized for my expertise in employee relations, professional development and recruiting. Some of the things that I enjoy is the novelty of HR, the spirit of HR, the fluidity and the impact I am able to make in my role at Cornell AgriTech. I enjoy helping customers feel welcome within our College by always being a constant resource. I strive to maintain connections and relationships, makes sure my customers know they are valued and I always personalize my communications. In my role as a Human Resource Assistant V, I handle all non-academic and partial academic HR appointment management, position recruitments, employee relations and performance management. I consider myself a key contributor at Cornell AgriTech in Geneva, NY. Extra activities I have taken on since joining Cornell (that I truly love being a part of) are:

- I am the Geneva representative for the Cornell Elves program, and run both the backpack and Christmas programs in August and December.
- I am the United Way Representative for Geneva as well, as I strive to connect our community to the Ontario County United Way and help our community out locally.
- I am the coordinator of the AgriTech Children's Christmas Party that we put on each year.

I would feel extremely grateful for the opportunity to represent the AgriTech community as their Employee Assembly Representative. I have great connections with all the staff here, and feel that I could be a great voice! Thank you for taking the time to consider me!



# Cornell University Employee Assembly

**Cornell Employee Assembly**  
Minutes of the November 6, 2019 Meeting  
12:15-1:30 PM  
Physical Science Building 401

## I. Call to Order & Roll Call

- a. Chair Howell called the meeting to order at 12:18pm.
- b. *Members Present:* A. Howell, A. McCabe, H. Depew, B. Goodell, J. Cooley, D. Hiner, A. Haenlin-Mott, K. Mahoney, A. Brooks, M. Newhart, E. Miller, R. Lochner, K. Supron, M. Benda, L. Taylor, J. Withers, E. Ivory, A. Miller, A. Sieverding, C. Sanzone, K. LoParco, J. Creque, S. Barry, G. Giambattista, W. Treat
- c. *Members Absent:* C. Wiggers, H. Sheldon, S. Burke, K. Barth, J. Michael, L. Taylor, B. Fortenberry, T. Chams

## II. Approval of Minutes

- a. Motion to approve the minutes of the October 16, 2019 meeting – **approved** with no dissent

## III. Business of the Day

- a. Chair Howell introduced Wendy Treat, the new Senior Coordinator at the Office of Assemblies.
- b. The Workday Team: Talent Marketplace
  - i. Assistant Director of Cornell Human Resource Information Systems Amy Parmley gave an overview of Workday's Talent Marketplace. Cornell is an "early adopter" for the product and is among those working with Workday, Inc. to build out the feature. It is not yet a live product and she welcomed any feedback. It is not a new concept for Cornell, but rather a relaunch of the Experiential Development Opportunities (EDO) with some new features.
  - ii. A. Parmley explained that the concept is twofold. On one hand, there are employees who want to be engaged and build skills to develop and grow. On the other hand, employees also do not always have the resources they need for projects or initiatives. The Talent Marketplace is a hub that connects staff who have expressed interests and skills with managers or units that have needs. The Talent Marketplace utilizes a matching process to connect the right talent to the right opportunities by searching for top matches. It is a self-service mechanism. She asked anyone who encounters any barriers with managers to request support from their local HR person.
  - iii. A. Parmley gave a demonstration of the product features. Someone can create an opportunity, or "gig" on Workday. Employees can then go on the Opportunity Marketplace to view short-term gig opportunities and possibly permanent jobs. She showed a video outlining one scenario of how the Talent Marketplace could be utilized. In this scene, ELSO Speaking Services Coordinator Melissa Myers needed help finding facilitators to facilitate small, one-hour weekly discussion for international students and scholars. Requirements include English speaking abilities and a commitment of eight weeks. On the other hand, Alumni Affairs Associate Director Maggie George is looking for a safe place to practice her facilitation skills, and is able to spare one or two hours per week. She is also interested in learning more about student services at Cornell. After logging onto Workday, M. Myers can post her opportunity on the Gigs App and answer any questions that appear on the page. Once she submits the opportunity, she has the option of promoting it to select Cornell community members identified as a matched based on a Workday algorithm. When M. George opens the app, she has the option to add skills that will be used to create the match and view options that are a good fit. She can see M. Myers' post and click the "express interest" button. Once M. Myers goes back to her post and sees a list of all interested employees, she can add members to her team by clicking "add."
  - iv. A. Parmley opened the floor up to questions.

1. H. Depew asked how managers are notified and integrated into the process. She also asked if the gigs were for volunteer opportunities or if there is a payment option.
  - a. A. Parmley responded that taking on an opportunity would be similar to taking a training class, so employees would be paid their regular rates. The program has been in existence for several years at Cornell and has been used to support rotational assignments. One feedback they received was that taking on opportunities may bring up challenges, such as having to ask managers for a lot of time off and or how their work is going to be reallocated. A. Parmley suggested that some of these opportunities have very little time commitments, and the idea is to have smaller opportunities for practice to gain experience. The team is also looking at the possibility of using this platform to get support for Cornell events, such as Slope Day and Commencement. In this pilot stage, there is no communications attached other than someone expressing interest in a gig. What is needed in terms of paperwork can vary depending on the gig.
2. R. Lochner asked if other metrics were used for the matching process other than the self-selected skills.
  - a. A. Parmley stated that there are several factors the algorithm considers, including current position and skill interest.
3. L. Taylor pointed out that Cornell has foreign national workers with visa work authorizations in very particular areas. She is worried about someone recording that they also worked at another job at Cornell, which may negatively trigger something down the line. She asked if it would be made clear that these opportunities are solely for training.
  - a. A. Parmley offered to speak to L. Taylor offline about that issue. It is a new program and they are considering different situations. This is a great situation to bring up.
- v. A. Parmley added that while the Talent Marketplace is only for opportunities on Cornell, they may consider community partnerships in the future.
- vi. A. Parmley gave an overview of Cornell's goals for the pilot. The overall goals include developing employee skills, developing a more agile workforce model, and engaging employees. Cornell's pilot-specific goals including creating a broad awareness of the system and establishing an ongoing stream of opportunities. The rationale is to not make another layer on top of things, but to tap into what already exists. Experience.cornell.edu offers opportunities for students to view opportunities, volunteering, and internships, and they are trying to create this same platform for staffing Workday.
- vii. L. Taylor suggested using the platform to staff EA committees.
  1. A. Parmley stated that if the EA has opportunities to advertise, she would be happy to have them.
- viii. A. Parmley highlighted four options when advertising skill development opportunities.
  1. Tap into existing paths through volunteer opportunities and current programs.
  2. Tap into strategic goals of the organizations.
  3. Invite targeted staff to host skill-based opportunities.
  4. Open to all participants.
- ix. A. Haenlin-Mott asked for a timeline of the pilot and when it is anticipated to go live.
  1. A. Parmley responded that they are planning on going live with the pilot in the next couple of weeks. A Cornell-wide launch may be seen early next year. They are working with local HR representatives and disseminating communication templates.
- c. Update on EA Priorities Poll
  - i. H. Depew reported that they have not yet finished compiling the information. The summary of results will be shown soon.
- d. Update on HR 202
  - i. H. Depew gave an overview of ["HR 202 – Maintaining a Harassment Free Workplace."](#) which is a 30-minute online training program that provides information about Cornell's institutional response to sexual harassment in the workplace. The program also provides options for support, reporting, resources, and guidance on when employees must share information about sexual

harassment incidences affecting members of the Cornell community. All faculty, staff, and student employees have been asked to complete the training by November 15, 2019.

#### **IV. Committee Reports**

- a. Communications & Awards Committee
- b. Employee Education & Development Committee
  - i. M. Benda stated that the committee had not met. The next meeting will be on Tuesday, November 12 and they will be discussing next steps to help and promote the Employee Degree Program (EDP) and the Community Learning and Service Partnership (CLASP) programs.
- c. Employee Welfare Committee
- d. Benefits & Policy Committee
  - i. A. Sieverding reported that the committee met several times. Members discussed the EA charter to review what is and what is not permissible for discussion in the EA with respect to the exclusion clause. They also decided to not further pursue the issue of salary redlining. The committee will continue discussion of the paid time off survey and will seek further information from Associate VP of HR Allan Bishop's office.
- e. Executive Committee
  - i. H. Depew stated that they are reviewing the Priorities Poll data and are hoping to provide the final report to EA members for review before sharing it with VP Mary Opperman. She also reported having a meeting with the Title IX office. HR 202 is mandatory for all Faculty, Staff, and student employees. To be complaint with the law, Cornell wants to ensure that all parties are trained. H. Depew encouraged everyone to take the training if they have not done so, and to encourage their staff and peers to do the same.
- f. Elections Committee
  - i. J. Withers suggested closing recruitment as it has been open for past the two-week minimum. She heard from one interested candidate, and suggested they vote at the next meeting. An employee from Alumni Affairs & Development also expressed interest in being considered for the open Alumni Affairs & Development seat.

#### **V. New Business**

- a. Open Discussion
  - i. L. Taylor shared frustrations on the relationship between the UA and the UA Codes and Judicial Committee (CJC), and the progress of the Campus Code of Conduct. She feels the CJC is receiving so much pressure from the UA that it spends half the meeting discussing how to deal with that. The pressure has hindered progress.
    - 1. D. Hiner explained that the Chair of the University Assembly Robert Howarth is being is doing everything he can to move the Campus Code of Conduct as fast as possible. There was a resolution passed last night in the UA recognizing the CJC as the body that oversees the code, and that the UA's sole role is to advise and review once the CJC has done its part.
    - 2. A. Brooks stated he joined the CJC mid-term during the previous term. He shared L. Taylor's frustrations. While the CJC was supposed to have a draft completed by the end of the school year, he stated it seemed members talked about the same things over and over. Progress was slow and he never walked away from a meeting feeling like they got a lot done. He suggested that membership and leadership change may hinder consistency and progress.
  - ii. D. Hiner gave an update on the UA Tobacco Use Survey. The survey has been launched and will be open through November 14. They have about 3,200 respondents across the university, with the top respondents being staff and then undergraduates at a close second. However, union respondent rates are very low, with about 65 respondents total. He asked EA members to reach out to any union members they may know as a ban on nicotine use on campus may impact them the most. He asked G. Giambattista to put through another blast out from the OA channels.

1. K. Mahoney asked if there were ways to solicit feedback. She also added that reaching union employees by email may be challenging and suggested looking for other ways.
2. D. Hiner reported that the response rate is about 10%. They have attempted to reach people through emails, newsletter blasts, and fliers. The administration has asked that they do not request to have managers of union employees insist their employees take it. The administration does not want it to seem like it is an initiative coming from Cornell but rather the UA and shared governance.
3. B. Goodell pointed out that to push the university to support a resolution to ban nicotine use on campus, they would have to get support from unions and all their membership as it is a unilateral change of working conditions. A potential ban on smoking outside surfaced previously, and there were grievances filed by unions. Unions pushed back hard then, and he can see this happening again.
4. D. Hiner responded that he would leave that to the administration. He is not someone who can speak on that.
5. A. Sieverding asked whether the administration is likely to follow a UA resolution to ban smoking.
6. D. Hiner responded that it is within President Martha Pollack's purview to say no. However, she is in support of it. While he cannot speak on whether action from the administration will be taken, having all the assemblies pass the resolution would send a strong message.
7. J. Withers asked if the EA could push the survey out to its constituents and the Geneva campus.
8. D. Hiner responded in the affirmative. The Geneva campus was also included in the mailing. However, he is unsure if the ban would pertain to the New York City campus.

## **VI. Adjournment**

- a. A. McCabe adjourned the meeting at 1:13pm.

Respectfully Submitted,  
*Catherine Tran*

Clerk of the Assembly